

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

SW 1100.53F

SOUTHWEST REGION  
FORT WORTH, TEXAS

1/30/98

**SUBJ: DELEGATION OF AUTHORITY - AIRPORTS DIVISION - REGIONAL COMPONENTS**

- 1. PURPOSE.** This order delegates authority to Airports Division Branch and Airport Development Office Managers to enable them to fulfill their responsibilities in administering FAA Airports programs in the Southwest Region.
- 2. CANCELLATION.** SW Order 1100.53E, Delegation of Authority - Airports Division - Regional Components, dated 8/5/96 is cancelled.
- 3. DISTRIBUTION.** This order is distributed to all Southwest Region Division Managers and to Branch and Airport Development Office Managers and above in the Airports Division.
- 4. BACKGROUND.** Agency Order 1100.5C, FAA Organization - Field, assigns to the Airports Division in all regions the mission of administering the FAA's Airports Programs for the Associate Administrator for Airports. Paragraph 254 of the same order outlines the functions of the Airports Division. Agency Order 1100.154A, Delegation of Authority, contains delegations of authority for all agency officials and Appendix 4 contains the delegations for the regional Airports Division Managers. The appendix specifically delegates certain authority related to FAR Part 139 Certification, administration of FAR Part 150, and environmental analysis, but contains exclusionary delegation for all other Airports functions.
- 5. ACTION.** The Managers of the Airports Division Branches and Airport Development Offices are delegated authority as indicated:
  - a. Manager, Airports Planning and Programming Branch.**
    - (1) Direct and guide the development of the regional capital improvement plan.
    - (2) Direct and guide the development of the National Plan of Integrated Airport Systems (NPIAS).
    - (3) Direct and guide all Airports activities related to the National Environmental Policy Act, the environmental provisions of the Airport and Airway Improvement Act, and FAA Order 5050.4A, Airport Environmental Handbook.

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- (4) Provide guidance for development and approval of Airport Layout Plans.
- (5) Direct and guide administration of Airport System Planning Grants.
- (6) Direct and monitor coordination of Airports Division interests with other program divisions.
- (7) Approve adaptations and deviations of airport configuration standards.
- (8) Direct and guide the Southwest Region formulation of the Airport Improvement Program (AIP).
- (9) Evaluate and provide guidance for approval of land donations or land exchanges for AIP projects.
- (10) Develop and provide guidance for eligibility and administrative actions in AIP.
- (11) Maintain regional fiscal control system for AIP.
- (12) Develop and provide guidance for administration of the Uniform Relocation Assistance and Real Property Acquisition Policy Act.
- (13) Interpret policy and provide guidance for Airports Division segment of regional Obstruction Evaluation and Airport Airspace Program.
- (14) Interpret headquarters directives and provide guidance for administration of Passenger Facility Charges.
- (15) Direct and guide the region's administration of FAR Part 150.

**b. Manager, Safety and Standards Branch.**

- (1) Develop and provide guidance and direction for all Airports issues involving engineering design, airport certification, and safety.
- (2) Approve adaptation and deviation of airport construction design and construction standards.
- (3) Direct and Monitor Sponsor (A-128) and office of Inspector General (OIG) audits. Administer resolution of findings and recommendations.
- (4) Direct, guide, and administer the regional FAR Part 139 Airport Certification Program.

- (5) Develop guidance for and administer regional General Aviation Safety Program.
- (6) Direct and guide regional Airport Master Record Program.
- (7) Direct and monitor airport activities related to reduction of bird hazards.
- (8) Develop and provide guidance for policy and enforcement of the regional compliance program.
- (9) Develop, provide guidance for, and administer regional surplus property program.

**c. Manager, Airport Development Office.**

- (1) Approve modifications and additions or deletions of locations to the general aviation segment of the NPIAS. Approve modifications to the air carrier segment.
- (2) Approve airport sites for NPIAS and/or AIP purposes.
- (3) Process environmental assessments and prepare environmental findings. Approve Findings of No Significant Impact and prepare document for approval of division manager for Environmental Impact Statements.
- (4) Approve AIP programming actions except for the following:
  - (a) Add or modify a project at a non-primary airport if the cumulative Federal share during a fiscal year exceeds \$1.0 million
  - (b) Add or modify a project at a primary airport if the cumulative discretionary funds during a fiscal year exceed \$2.5 million
  - (c) Add any airport system planning project if the Federal share exceeds \$250,000
  - (d) Add any master planning project if the Federal share exceeds \$250,000
  - (e) Divert any AIP funds to an airport site other than that for which it was intended when the allocation was approved
  - (f) Add a work item to a programmed project that was previously disapproved at Washington level



- (5) Approve AIP program changes which merely clarify the project work description.
- (6) Concur in sponsors' master certification.
- (7) Approve summary of change orders and supplemental agreements.
- (8) Issue AIP grant offers and determine satisfactory execution.
- (9) Accept studies prepared under master and system planning grants and determine their acceptability.
- (10) Approve Airport Layout Plans.
- (11) Approve AIP partial and final payments.
- (12) Approve inclusion of donations in AIP projects including determination of value.
- (13) Approve owner removal contracts, negotiated contracts, and force account. Authorize notices to proceed.
- (14) Approve adaptations and deviations from agency airport design and construction standards as authorized in Order 5300.1E, Approval Level for Modification of Agency Airport Design and Construction Standards.
- (15) Recommend approval by division manager of nonstandard construction methods and design.
- (16) Determine the acceptability of AIP construction.
- (17) Approve satisfaction of AIP grant agreement special conditions.
- (18) Recommend action to division manager on requests for transfer or release of surplus real property.
- (19) Recommend action to division manager on requests for transfer of real property under Section 516 of Public Law 100-223 or other special legislation.
- (20) Determine sponsors' status of compliance with Federal agreements.
- (21) Review airport leases and use agreements, and determine their acceptability where appropriate.

(22) Review FAR Part 150 plans prepared by airport sponsors. Administer grant for preparation of plans. Prepare documentation for headquarters review and for division manager approval of maps and plan.

## 6. LIMITATIONS.

a. **Limitations set forth** in Order 1100.5C and 1100.154A apply to these delegations.

b. **The Manager, Airports Division**, will be advised prior to final commitment on actions where there is an unresolved controversy or on other actions where the division manager's awareness is appropriate.

c. **No further delegation** below Branch and Airport Development Office Manager level is authorized; however, signature authority is encouraged on internal, as well as external, noncontroversial routine transmittals.



Naomi L. Saunders  
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